



CITY OF HOUSTON

Job Posting

BJW

Applications accepted from: ALL PERSONS INTERESTED

Job Classification Assistant Superintendent
Posting Number PN# 109300
Department Parks and Recreation
Division Facilities Development & Maintenance
Section Graffiti Removal
Reporting Location 6200 Wheeler
Workdays & Hours M-F, 7 A.M – 3:30 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Supervise and coordinate the daily activities of field personnel engaged in graffiti removal, maintenance and repairs to City parks. Supervise the installation and removal of fencing. Coordinate and facilitate various service contracts such as Graffiti Abatement, Protective Coating and Fencing. Assist in the preparation of budgetary forecasting and monitor operating budget expenditures. Monitor work orders to ensure timely completion of projects. Maintain data files on all pertinent information related to work orders. Responsible for inventory assessment and equipment. Prepare weekly, monthly and annual spreadsheet reports. Train and evaluate staff performance. Develop and implement special projects as assigned.

WORKING CONDITIONS

This position occasionally requires stooping or bending. Occasional very light lifting, such as 3 or 4 realms of paper or books (up to 20 pounds or an equivalent weight) maybe required. There are occasional minor discomforts from exposure less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemical and/or extensive use of a video display terminal.

MINIMUM EDUCATIONAL REQUIREMENTS

Associate’s degree in Business Administration, Construction Management, Recreation, or a closely related field is required.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required, including one of the years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A Valid Texas Driver's License and compliance with the City of Houston’s policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with thorough knowledge of Safe Playground Equipment; contract negotiation and administration; historical tracking programs; field inspections and proficiency in Microsoft Windows Excel

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ■Yes □No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 20
\$1,151 - \$1,643 Biweekly \$29,926 - \$42,718 Annually

OPENING DATE March 8 2006

CLOSING DATE March 14, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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